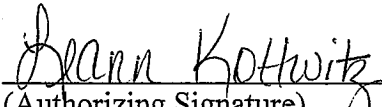


Kevin Keith, Interim Director

ADDENDUM 001
Request For Proposal
Personal Accountability Training Services
RFP 6-100908LK

Offerors should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposal has not changed by this Addendum. Accordingly, the following clarifications, questions and answers are believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority Leann Kottwitz Senior General Services Specialist
Contractor/Offeror Signature	Department of Transportation 
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: 08/18/2010

Question #1:

Must 350 managers be trained in only one session or can we offer the 4-hour course for managers 10 times with 35 managers attending each session?

Response:

Yes, you can train 35 at a time and can offer courses in various locations, but MHTC will pay one fee for the delivery of the program to 350 participants.

Question #2:

On page 4, section B 2 of the RFP it states that the contractor will "license" an in-house facilitator. If we create a custom program to meet your learning objectives there will be no

license involved. You will own the copyright to the materials. Is it acceptable if we simply train your facilitator to deliver the supervisory curriculum that we create for you and provide you with 60 hard copies and one electronic copy of the learning materials, one electronic copy of the PowerPoint slides and one hard copy of the trainer manual?

Response:

Yes, it is acceptable to train our facilitator to develop the supervisory curriculum and provide MHTC with 60 hard copies and one electronic copy of the learning materials and one electronic copy of the PowerPoint slides and one hard copy of the trainer's manual.

Question #3:

Is the offeror expected to designed a program from scratch for MHTC or does MHTC have a program somewhat designed, but needs tweaking?

Response:

MHTC does not have a course on personal accountability.

Question #4:

Has MHTC delivered Personal Accountability Training in the past?

Response:

No.

Question #5:

What is the reason this training is being conducted? Have there been issues or challenges with Personal Accountability? Is this proactive training vs. addressing an organizational issue?

Response:

This is proactive training, which we believe if embraced will help the department better achieve its goals.

Question #6:

Is MHTC receptive to online, on demand training? Could online training be used a pre-work/homework for the large class with 350 people or the managers?

Response:

On line pre-work and homework is acceptable, as the majority of the target audience should have assigned computers.

Question #7:

The RFP says that the 350 people to be trained are leaders? Do all of these leaders have direct reports?

Response:

Most should have direct reports.

Question #8:

Is the purpose of the program to show these leaders what it means for them to accept Personal Accountability or is the purpose to teach them how to help their direct reports accept personal accountability or all of the above?

Response:

Personal accountability isn't something to be accepted, but rather, embraced. It's a personal choice as to whether one decides to be personally accountable for their thoughts and actions, or not. It's hoped MHTC's managers will choose to be personally accountable, model the behavior and expect it from their subordinates.

Question #9:

Is this a new course for MHTC?

Response:

Yes.

Question #10:

Is MHTC currently working with an Offeror on this topic?

Response:

No. That's why MHTC issued the RFP.

Question #11:

Is MHTC willing to pay for ownership of a program designed from scratch or would you prefer to purchase an annual license?

Response:

MHTC has no preference.

Question #12:

Is the outline of the topics to be covered in the program from an existing MHTC program? If so, what was the program?

Response:

No

Question #13:

How many facilitators/trainers need to be licensed?

Response:

One.

Question #14:

Are you able to share what the budget is for this work?

Response:

No.